



Kinross High School Parent Council  
 Kinross High School  
 Loch Leven Community Campus  
 Muirs  
 Kinross  
 KY13 8FQ

**Kinross High School Parent Council EGM**  
**Tuesday 4<sup>th</sup> March 2025**  
**19:15 – 20:45**

**Record of Meeting**

Attendees: Sarah Brown – Headteacher, Laura Reid, Val Lockhart, Niall MacDonald, Lisa MacDonald, Esther Blackburn, Katherine Wallace and Kirsten Kinninmonth

Apologies: Fiona Eastop, Christine Simmons and Jonathan Bryson.

	<b>Item</b>	<b>Outcome</b>
1.	<b>Welcome/ Introductions/ Apologies</b>	KW welcomed everyone who attended the EGM.
2.	<b>Rationale for meeting</b>	<p>KW gave brief summary of background for rationale for meeting:</p> <p>At the EGM on 9th December 2024, new office bearers were elected but unfortunately, the Chair has since had to withdraw. For the PC to continue, a new Chairperson is required.</p> <p>The goals of this EGM are to:</p> <ul style="list-style-type: none"> <li>• Elect a new chairperson from within the Parent body and</li> <li>• To allow Parents and Carers to meet the new Office bearers.</li> <li>• Approve a modification to the PC constitution to allow two vice-chairs in the event that a new chairperson is not elected.</li> </ul> <p>If time permits, a discussion will take place to shape the future agenda for ordinary meetings.</p>
3.	<b>Election of Chairperson</b>	<p>Katherine opened with asking if anyone would like to come forward as Chairperson – nobody did at this time. Katherine stated both she and Jonathan had a discussion if this situation arose and while both were concerned about their capacity to do the role, they did feel they could manage it jointly until the end of the academic year. This is preferable rather than have the Parent Council (PC) fold, particularly when we are at a crucial time of awaiting the results of the recent school inspection.</p> <p>Kirsten proposed Katherine and Jonathan for joint chairs – seconded by Val and Lisa.</p>
4.	<b>Parent/Carers and Office bearer introductions.</b>	We took the time to break for tea, coffee and biscuits allowing for some mingle time among members and introductions with Mrs Brown.

5.	<b>PC Constitution update.</b>	We agreed the constitution covered the eventuality of having 2 chairs with no need to amend.
6.	<b>Standard items for future meetings.</b>	<ol style="list-style-type: none"> <li>1. Update from Office Bearers (if anything to share).</li> <li>2. Finance Update</li> <li>3. Actions</li> <li>4. <b><u>Update from Mrs Brown</u></b> – <ul style="list-style-type: none"> <li>• Mrs Brown happy for the PC to structure how her updates look. It is helpful if the PC collate themes from parent communications and give advance notice to the school for clarification and answers.</li> <li>• Katherine suggested picking an item, to discuss in a Q&amp;A style format with Mrs Brown. Lisa commented that this may generate attendance from the parent body and encourage more members to the PC. Esther agreed and made the suggestion of a guest member of staff best placed to answer the questions posed.</li> <li>• Mrs Brown was happy with this format and suggested she give an overview of the topic then go into a Q&amp;A session with a topic given in advance for the next meeting. Max 1 side of A4 to control the timings of this part of the meeting and ensure sufficient time for discussion of other matters.</li> <li>• Mrs Brown also suggested she could give a run down on calendar events and staffing changes. Mrs Brown said it would be helpful to be given a time to work to for the update/ or when school asked to give input.</li> <li>• Val put forward the suggestion that this is a possible opportunity for parents to engage with teachers or make an appointment to discuss any issues in further detail.</li> <li>• Esther reiterated communication should be conversation and dialogue between the school and the PC.</li> <li>• Mrs Brown would appreciate the PC having focus groups around certain subjects and wants successes shared.</li> </ul> </li> </ol>
7.	<b>Other topics discussed</b>	<ul style="list-style-type: none"> <li>• Mrs Brown appreciates there is a large parent body which offers the ability to engage with students over and above sports clubs. <b>To be discussed further at future meetings.</b></li> </ul> <p><b><u>Communications Update:</u></b></p> <ul style="list-style-type: none"> <li>• Niall to give an update on PC email – no. of engagements and common themes.</li> <li>• If businesses are promoting apprenticeships or open days, Niall to send to Mrs Brown so this can be circulated in bulletins.</li> <li>• Lisa to manage Kinross Parent Council Facebook page and give update on comms and engagement plus common themes.</li> <li>• Lisa to be made an admin on this group.</li> </ul> <p>There is a need to change the existing admins to moderators and make the current office bearers admins of the Facebook group.</p> <p><b><u>Edit</u></b>-Lisa has been made an admin 5/3/25.</p> <p>Kirsten likes the Facebook (<a href="https://www.facebook.com/share/14FCLV42Du4/">https://www.facebook.com/share/14FCLV42Du4/</a>) group although Mrs Brown reminded us that not all of the parent body are Facebook users and communications need to go via the school to ensure it reaches all parents.</p>

- We discussed how meetings with the PC are currently held – Niall suggested offering both online and in person. Mrs Brown confirmed the ICT room has suitable tech for this to take place and Esther agreed an online offering would be good for accessibility. We believe there to be an appetite for online access to PC meetings. We would use Microsoft Teams and Mrs Brown does not believe there is a cost for this.
- Laura agreed we should hold PC meetings in this dual manner from the next meeting.

We looked at when meetings and the AGM should take place:

- Early May and late June were put forward as suggested meetings with an AGM in September. Mrs Brown suggested the AGM be in June to prep for the school year ahead and we agreed this was likely a good move after this current year to allow the new PC to find their feet and focus on gaining new members.
- Lisa wondered if there was an opportunity to have P7 parents attend an AGM in June and boost membership of the PC with the new S1 intake.
- Mrs Brown suggested PC attendance at some school events: school concert/prize giving/sports day. We agreed sports day is tricky due to dates potentially rearranged due to bad weather and not all parents are present at prize giving.
- Lisa suggested a fundraiser or doing something fun for the school although this is a consideration for future.
- Kirsten discussed PC attendance at the P7 information evening allowing us to advertise our next meeting.
- Val will check with the rugby club for a cheese and wine type event to potentially take place 17/6 – again with p7 parents invited along to boost membership of the PC.

We discussed the format of future meetings:

- Should we split the meetings – where Mrs Brown attends for part of the session and the remainder of the meeting runs like a Parent Forum where parents can turn up to raise important issues where common themes would then be passed to the school? Kirsten suggested staff would be free to go at this point.

**It is important to note individual cases should always be addressed with the school directly as the PC would not take forward these individual issues.**

- Mrs Brown stated she would prefer for communication to be open and not a Parent Forum held without the opportunity for staff attendance. Partnership working is Mrs Brown's preference with both staff and Parent Council supporting events.
- Esther commented the last Parent Forum was held for a very specific reason – to gather views ahead of the PC Chairs' meeting with the school inspectors. Esther felt this had been a positive experience and could be beneficial in the future.
- Lisa suggested we run polls and/or surveys regarding preferences for online meetings/meeting format to gather views from the parent body.

		<ul style="list-style-type: none"> <li>• Katherine reiterated the need for the PC to be accessible to the parent body. There needs to be a variety of ways in which the Parent Council engages with parents for maximum reach and different formats may make different parents feel safe and ready to engage.</li> <li>• Laura agreed positive action needed rather than PC being a place to absorb moans and grumbles. We want to move forward in a positive manner.</li> <li>• Lisa agreed the need to be productive and both forward and future focussed.</li> <li>• Esther agreed we need to listen and support the parent body and there may well be an element of complaints within that.</li> </ul>
8.	<b>Any other business</b>	<ul style="list-style-type: none"> <li>• The results of the school inspection will drive the agenda of the next meeting. Mrs Brown will be able to give detailed information once the report has been produced with the information expected around Easter, although date not confirmed.</li> </ul> <p>School Improvement Plan was discussed in detail.</p> <ul style="list-style-type: none"> <li>• Mrs Brown confirmed this ties in with the inspection and Kirsten reiterated that she has not been aware of any PC involvement in the prep and planning of any school improvement plan.</li> <li>• Mrs Brown explained the inspection provides a model, all info feeding into decisions and judgements. The senior leadership team can share and discuss with the PC. The priorities for school improvement plan comes from both local council and self-evaluation. Parents, pupils and staff voices all help shape the priorities.</li> <li>• Each term, 1 quality indicator is chosen (1 per term each year) and all evidence is looked at.</li> <li>• We can align our agendas with these priorities – this can be further discussed at future meetings.</li> <li>• Mrs Brown is keen on the idea of focus groups and meetings with the PC can tie in with that.</li> <li>• Mrs Brown felt it would be incredibly supportive if the PC was working on an area of topic – leading to engagement with parents.</li> <li>• Kirsten explained more about how school improvement plans work with the set up being done in advance.</li> <li>• Mrs Brown felt the PC, with 6-8 meetings per year would not have sufficient knowledge to be heavily involved with the planning but sharing the views and focus groups would allow us to have input and help shape future plans.</li> <li>• Esther asked what other parent councils do regarding consultation on School Improvement plans? Katherine to ask at the forthcoming Chairs meeting on 19<sup>th</sup> March.</li> <li>• Mrs Brown further shared that HMIE questionnaire is done annually and 1:1 phone calls are undertaken with parents in a random selection to gauge satisfaction.</li> <li>• She holds coffee and chat sessions.</li> <li>• Improvement priorities – focus groups can involve parents.</li> <li>• Parents nights feedback also provide valuable insight.</li> </ul>

		<ul style="list-style-type: none"> <li>Complaints (although few) are reviewed each term for common themes.</li> </ul> <p><b>We welcome views on what the school is doing plus reviewing and spotting what needs to done/improved.</b></p> <ul style="list-style-type: none"> <li>Esther reiterated PC is the conduit between the school and the parent body and we can use a variety of ways to gather views.</li> </ul>
<b>9.</b>	<b>Next Meeting</b>	<b>6<sup>th</sup> May</b>
		<p><b><u>Office Bearers:</u></b></p> <p><b>Chair Persons:</b> Katherine Wallace and Jonathan Bryson</p> <p><b>Secretaries:</b> Lisa MacDonald and Niall MacDonald</p> <p><b>Treasurer:</b> Laura Reid</p>
<b>10.</b>	<b>Post Meeting Note</b>	<p>At the KHS PC EGM held on 9<sup>th</sup> December 2024, the following appointments were made (refer to previous minutes):</p> <ul style="list-style-type: none"> <li>Vice-chairs: Jonathan Bryson (seconded VL, NMacD) and Katherine Wallace (seconded FE, VL)</li> <li>Treasurer: Laura Reid (seconded CS, KW)</li> </ul> <p>Laura Reid and Katherine Wallace have approval to sign bank mandates in the capacity of Treasure and Vice-Chair.</p> <p>The business address of the KHS PC will be changed to that of Laura Reid from the previous Treasurer.</p> <p>The amendments above are approved via email from the KHS PC ordinary members post 4<sup>th</sup> of March 2025 EGM.</p>